

# STANTON-IN-PEAK TRINITY CHURCH

## HEALTH AND SAFETY POLICY

This document has been prepared in accordance with the provisions of the Health & Safety at Work etc. Act 1974 and the regulations made under it.

### GENERAL STATEMENT OF POLICY

Our policy, so far as is reasonably practicable, is to provide and maintain safe and healthy working conditions for all casual labour and voluntary helpers, and to provide such information as they need for this purpose.

We will also endeavour to ensure, so far as is reasonably practicable, the health, safety and welfare of all members of the congregation, contractors, visitors and others who may visit the church, churchyard and any associated buildings. We will expect them to put to good use whatever common sense they might possess and act as reasonable adults at all times.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out below.

The policy will be kept up to date, particularly in the light of any changes to our buildings or activities. To ensure this, the policy and the way in which it has operated will be reviewed regularly and the appropriate changes made.

In order to ensure that Health & Safety matters are kept constantly under review, an item of Health & Safety will be on the agenda for meetings of the Parochial Church Council.

Consideration is being given to adapting a policy across the Benefice.

**Signed** \_\_\_\_\_

**Date:** 3 April 2017

**Review date:** April 2018

Associated documents: Fire Risk Assessment, Belltower Risk Assessment, Child Protection Policy

## **ORGANISATION AND RESPONSIBILITIES**

### **1. Responsibility of the PCC**

Overall responsibility for Health & Safety is that of the PCC. However, advice was being sought from the Diocese on the implications of this.

#### ***The Vicar***

who will ensure that arrangements are in place to satisfy Health & Safety Regulations and appropriate Codes of Practice. Specific responsibilities may be delegated to church personnel.

### **2. Responsibility of the Churchwardens**

Responsibility to ensure that the arrangements outlined in this policy are carried out and updated as necessary is with the Churchwardens as noted below:

**Mr P Davies**  
**Vacancy**

### **3. Responsibility of the Parochial Church Council**

The Parochial Church Council has general responsibility to ensure that the Health & Safety Policy is implemented.

Individual responsibilities will be allocated as required. It is the responsibility of PCC members to:

1. be familiar with Health and Safety Regulations as far as they concern church premises
2. be familiar with the Health & Safety policy and arrangements and ensure they are observed
3. ensure so far as is reasonably practicable, that safe systems of work are in place
4. ensure the church is clean and tidy
5. ensure the churchyard is properly maintained including the safety of monuments, tombstones and trees, and that grass is kept cut
6. ensure that adequate access and egress is maintained
7. ensure adequate fire fighting equipment is available and maintained

## 5. Responsibility of voluntary workers

All voluntary workers have a responsibility to co-operate in the implementation of this Health & Safety Policy and to take reasonable care of themselves and others whilst on church business or premises.

Voluntary workers must therefore:

1. comply with safety rules, operating instructions and working procedures
2. report any fault or defect in equipment immediately to the appropriate person
3. report all accidents (however minor), injuries, near misses or other potential safety hazards as soon as possible
4. not misuse anything provided in the interests of health and safety.

## 6. Responsible persons

The following are responsible for safety in particular areas:

### By activity

Fire extinguishers	Mr T Hadfield
Emergency evacuation	Vicar or other person conducting service
Fixed electrical system	Mr T Hadfield
Condition of floors and stairs	PCC members
Condition of churchyard	PCC members
Light bulb changing	Mr E Wain
Building defects/glazing	Mr E Wain
Child protection	Mrs A Cooper (on behalf of the Benefice)
Tower tours	Mrs J Walker
Bell ringing	Mrs J Walker

### By area

Main body of church	PCC members
Ringling chamber	Mrs J Walker
Churchyard	PCC members

### Holy Trinity Church

Main Road

Stanton-in-Peak

MATLOCK

DE4 2ED

**Date:** 3 April 2017

**Review date:** April 2018